

MONROE COUNTY

JOB DESCRIPTION

Position Title: PLANNING COORDINATOR

Date: 5/16/06

Position Level: 12

FLSA Status: Exempt

Class Code:

GENERAL DESCRIPTION

Primary function is to provide leadership and day to day management of the Upper Keys planning office. Primary responsibility will also include managing the activities of the current planning section including, review of development plans, providing quality control for agenda items scheduled for appointed and elected boards.

KEY RESPONSIBILITIES

- 1.* Manage the Upper Keys planning office for the growth management division.
- 2.* Provide leadership to the current planning staff and oversee preparation of agenda items for Planning Commission and Board of County Commission.
- 3.* Prepare reports, letters, analyses that make determinations for recommendations on planning issues.
- 4.* Supervise professional planning staff and biologist and manage work program of section.
5. *Oversee the review process and the preparation of conditional use reports, resolutions, letters, etc. for development proposals.
6. *Analyze proposed projects with staff to determine correct application and interpretation of regulations.
7. Develop, plan and facilitate community meetings, workshops and other public participation programs.
8. Preside over preapplication conferences to explain and interpret regulations to prospective applicants.
9. Represent County at public hearings and meetings.
10. Develop, oversee, and administer planning projects with consultants and other agencies.
11. Other functions as assigned by the Sr. Director of Planning and Environmental Resources.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Masters required; Major(s) required: Planning and related field.
<i>Experience:</i>	5 to 7 years at least 2 years of experience at the supervisory level.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County, the municipalities and/or the surrounding community in a demonstratable way. Position duties may include responsibility for developing strategic plans for the entire division.
<i>Complexity:</i>	Highly Complex: Work is non-standardized and widely varied requiring the development, interpretation and application of a substantial variety of highly technical procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend state, countywide, departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels both locally and at the state and federal level on matters requiring cooperation, explanation and persuasion. Community outreach and facilitation of public meetings is required.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results. Makes recommendations, plans, assigns, evaluates and provides leadership within a department and on a County-wide and an interjurisdictional level.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	AICP Certificate Preferred.

APPROVALS		
Department Head:		
Name: <u>Aref Joulani</u>	Signature: <u>[Signature]</u>	Date: <u>5/22/06</u>
Division Director:		
Name: <u>Ty Symanski</u>	Signature: <u>[Signature]</u>	Date: <u>5/22/06</u>
County Administrator:		
Name: _____	Signature: <u>[Signature]</u>	Date: <u>5/25/06</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____